

**BE SAFE
CHICAGO** ★★



**Be Safe. Higher
Education**

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What's in this guide?



CAUTIOUSLY REOPEN
(Phase III)

Cautiously reopening Chicago requires:

Healthy interactions

Social distancing



Limitations on physical distance to other individuals

Gathering size



Limitations on gatherings of individuals

Protective gear



Use of protective gear by individuals

Hygiene requirements



Ensuring hygienic interactions (e.g., hand washing)

Safe spaces and conditions

Entry access



Entry/exit condition for access to space

Cleaning standards



Actions taken to disinfect space

Visual guidance



Hygiene resources and guidance posted in space

Workplace conditions



Evaluation of foot traffic, ventilation, etc.

Operational resilience and monitoring

Flexible models



Flexibility with sick leave, remote work (when possible)

Operational resiliency



Support for operational flexibility (e.g., multiple shifts)

Travel guidelines



Restriction of movement of people between locations

Testing / tracking



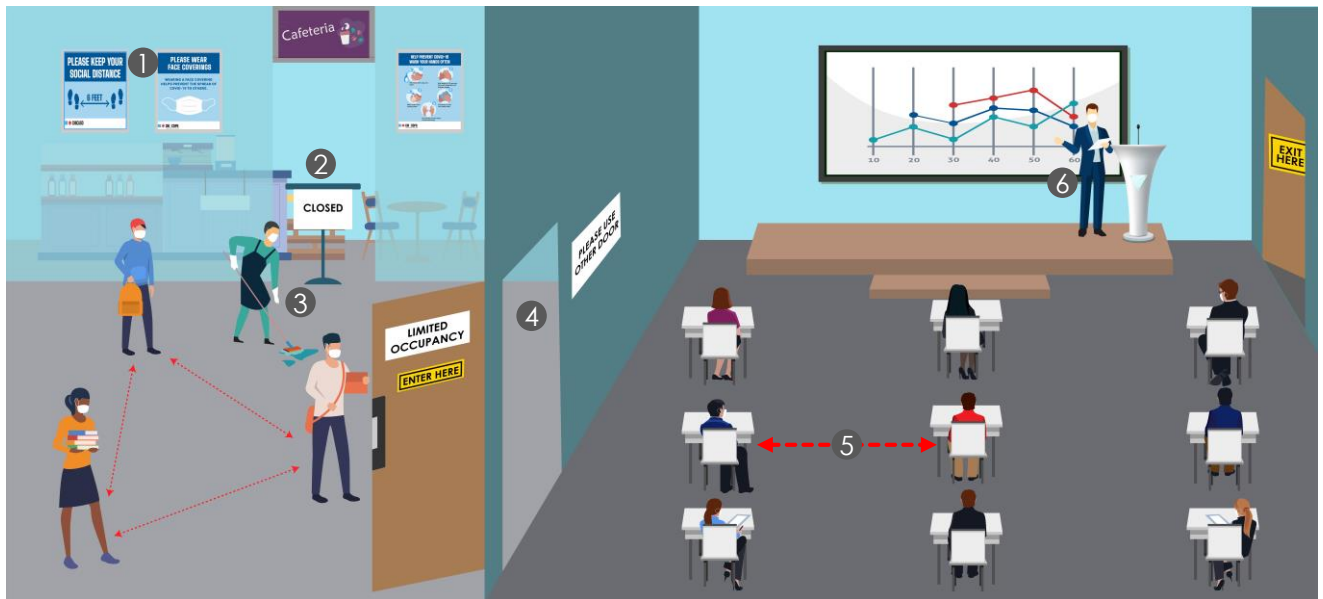
Facilitation of testing and tracking

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Illustrative example



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What may be different?

- 1 Visual signage** posted throughout facility regarding hygiene, social distancing, PPE, and more
- 2 Restrict access** to all **common areas**, including cafeterias
- 3 Staff frequently **disinfect** the building, and classrooms **cleaned after each use****
- 4 Adjust traffic** flows to reduce exposure at entry/exit points
- 5 At least **6 ft. of distance** between **all students** in a classroom**
- 6 **Face coverings** must be worn **at all times** by all individuals**

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Healthy interactions



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Minimize interactions and ensure social distancing

- Ensure at least 6 ft. of distancing between staff, faculty, and students throughout facilities (e.g., lobbies, rooms)
- Install protective barriers in between stations (e.g., computers) where social distancing is not possible
- Prohibit usage of on-campus residence halls unless authorized by institution in exceptional circumstances



Limit classroom capacity to 25%, and no more than 50 individuals

- For in-person classes, limit room occupancy to 25%, with a maximum of 50 individuals (while still maintaining 6 ft. distancing)
- Limit all gatherings outside of in-person classes to no more than 10 individuals—where a gathering is defined as a planned or spontaneous event where individuals are interacting with non-household members within close proximity (<6 ft) for an extended time period—and (for indoor spaces) 25% capacity
- Restrict access to all common areas, including break-rooms and cafeterias



Require face coverings for all individuals

- Require face coverings over nose and mouth (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering and other ADA issues)
- Do not require face coverings in any setting where it may cause a safety hazard (e.g., specialized laboratory); if face coverings are not possible, take extra precautions (e.g., social distancing)



Provide hand sanitizer at ingress and egress points, and throughout facilities

- Ensure soap and water or hand sanitizer stations are widely available at/near all entrances/exits, timeclocks, common areas, and other high-touch surfaces
- Encourage staff and students to wash hands upon entering facilities, and regularly throughout the day
- Limit use of shared items, equipment (e.g., keyboards)
- Encourage employees to complete health and safety training related to COVID-19 when returning to premises

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Safe spaces and working conditions



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Evaluate ingress and egress points to maximize social distancing and limit physical contact

- Prior to entering establishment, staff and faculty self-screen (e.g., questionnaire - see appendix) to ensure no symptoms of COVID-19
- Prior to leaving home, all individuals encouraged to self-identify symptoms and stay at home if symptomatic
- Deny access to any individuals attempting to enter building/campus who are ill or exhibit COVID-19 symptoms
- Allow access to facilities only for those individuals that have a valid I.D. (which is shown visibly); all staff, faculty, and students must be pre-approved and permitted for essential activities only (e.g., access to computers to complete assignments)
- Limit access for non-essential visitors
- Restrict access to fitness centers in accordance with City's latest guidelines on the subject



Clean daily and more frequently in/around high-traffic areas

- Follow [cleaning guidelines](#) outlined by CDC
- Clean and disinfect classrooms, labs and conference rooms between uses
- Frequently wash/sanitize bathrooms, doorknobs, light-switches, offices, and other high touch areas
- Wipe down shared equipment/furniture after use (e.g., tables, chairs, phones, copy machines)
- Ensure students clean library space after each use

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Safe spaces and working conditions



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**Visual
guidance**

Display signage at entry/exit points and other high-traffic areas

- Maintain visual guidance on hygiene standards, distancing, and cleaning protocols
- Where practical, consider postage of visual markers 6 ft. apart to encourage social distancing
- If possible, use visual cues to modify traffic flow to minimize contact between individuals (e.g., assigning designated entrances and exits)
- Display maximum occupancy signage in all classrooms in use



**Work-
place**

Identify all choke points (e.g., corridors, entrance), and ensure distancing norms are maintained

- Encourage traffic flows that follow CDC guidelines for social distancing
- Where possible, remove furniture in common areas to promote social distancing (e.g., lobbies)
- Encourage use of stairways, and if feasible, reorganize traffic flow to be unidirectional
- Limit use of elevators, and restrict occupancy to less than 25% capacity (where possible)
- Ensure that no shared workspaces are operational, except where social distancing is achievable
- Decommission water fountains, except for touchless water bottle refill stations
- Promote use of disposable cups, dishes, utensils

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Operations and monitoring



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**Flexible
models**

Continue working remotely as much as possible

- Prioritize access to facilities for essential staff only; require permission from supervisor prior to returning to work
- Encourage faculty to work remotely as much as possible
- Provide access to remote learning resources for all students



**Operation
resiliency**

Stagger shifts and develop cohorts

- If possible, stagger shifts and group individuals into stable cohorts
- Encourage adoption of phased workdays/ workweeks to reduce space occupancy



**Travel
guidelines**

Travel for essential reasons only

- Suspend domestic and international travel; exceptions for essential travel with prior approvals for critical purposes only



Follow CDPH and CDC guidance for testing and tracing protocols

- If employee does contract COVID-19, they must follow all CDC guidelines before returning to work
- If an employee or student is identified as being COVID-19 positive by testing, cleaning and disinfecting must be performed according to CDC guidelines
- Any employee or student who has had close contact any other person who is diagnosed with COVID-19 should self quarantine according to CDC guidelines
- If a building or facility becomes aware of 2 or more cases possibly associated with an establishment over a 14 day period, employers are required to report cases to CDPH
- Follow all other CDPH guidance set forth and comply with CDPH recommendations in response to a workplace outbreak



Glossary

Gathering: A planned or spontaneous event where individuals are interacting with non-household members within close proximity (<6 ft) for an extended period of time

Handwashing: The act of thoroughly cleaning one's hands with soap and water for at least 20 seconds or using a disinfectant capable of eliminating the virus that causes COVID-19

Social distancing: The physical spacing of at least six feet between individuals, or groups of individuals.

PPE: Personal protective equipment (e.g., face coverings, goggles, face shields); requirements vary based on industry and specific circumstances

Self-screening sample questionnaire

Self-screening: A protocol by which an employee answers questions at the start of a shift. Subject to the guidance of the Commissioner of Health, the questions may include:

- Have you had a body temperature over 100 degrees Fahrenheit or have you used a fever reducer in the previous 24 hours to treat a body temperature over 100 degrees Fahrenheit?
- Do you have a new cough that you cannot attribute to another health condition?
- Do you have a new or worsening sore throat that you cannot attribute to another health condition?
- Do you have new shortness of breath that you cannot attribute to another health condition?
- Have you recently developed a complete loss of smell or taste?



General workplace guidance

Higher Education guidance

Disclaimer

National resources for further guidance

CDC – *Activities and Initiatives Supporting the COVID-19 Response and the President's Plan for Opening America Up Again:*
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf>

CDC – *Guidance for Businesses and Workplaces*
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>

OSHA *Guidance on Preparing Workplaces for COVID-19:*
<https://www.osha.gov/Publications/OSHA3990.pdf>

US Department of Education – *COVID-19 Information and Resources for Schools and School Personnel:* <https://www.ed.gov/coronavirus>

CDC – *Guidance for colleges and universities:*
<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html>

Supplemental Guidance from CDC – *Reopening guidance on cleaning:*
<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

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